

DELPHI Skills Assessment for AP DELPHI Controller

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Bank Accounts								
Establish bank accounts								
Direct maintenance of bank account database files								
Maintain the bank account database files								
Request additions, changes and deletions to bank account information								
Process refunds of customer credit balances								
Track bank information								
Approve request for customer refunds								
Management								
Verify all employees have necessary Roles and Responsibilities to perform assigned tasks.								
1099 MISC								
Print IRS 1099-MISC forms								
Mail copies of the IRS 1099-MISC forms and magnetic tape (if required) to the IRS and the state tax board								
1099 Reporting								
Ensure that all 1099 suppliers receive their IRS 1099-MISC forms prior to all deadlines								
Ensure that the 1099 classification assigned to each supplier is correct								
Quality Control								
Ensure the contents of all accounts payable files are correct								
Invoices								
Enter Supplier Invoices								
Enter Travel Orders and Vouchers								
Review Invoices on Hold								
Approve Invoices								
Adjust Invoices								
Cancel Invoices								
Pay Supplier Invoices								
Reports								
Review various reports online								

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		Proficiency						
Holds								
Place holds on invoices								
Release holds from invoices								
Verify holds have been placed on invoices								
Authorize the override of invoice holds								
Verify holds have been released from invoices								
Employee Records								
Review new employee paperwork								
Review employee database								
Maintain employee database								
Forward new employee paperwork for data entry								
Debit and Credit Memos								
Record Supplier Credit Memos								
Record Debit Memos								
Suppliers								
Enter Supplier Maintenance forms								
Ensure the Accuracy of the Supplier database								
Maintain the Supplier Database								
Update Supplier Site Information in the Database								
Purge Inactive Suppliers from the Database								
Process corrections to the records of 1099 suppliers in the supplier database								
Payments								
Enter Prepayments								
Enter Payment Batches								
Enter Check Requests								
Record Treasury Payments								
Confirm Treasury Payments								
Record Refunds								
Locate and Void Missing Checks								
Resolving Errors								
Correct Account Distribution Errors								
Assigning Work								
Give Information to be Entered to the Systems Accountant								
Defining Items								
Define Distribution Sets								

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		Proficiency						
Define Default Accounts								
General Ledger Accounts								
Prepare Journal Entries								
Post Accounts Payable Transactions to the General Ledger								
Reconcile Accounts Payable Accounts to the General Ledger								
Accounts Payable Aging Report								
Verify Current Accounts Payable Aging								
Prepare Adjustments for Accounts Payable Aging Reconciliations								
File Maintenance								
Ensure the Contents of all Accounts Payable Static Files are Correct								
Notify the Accounts Payable Supervisor of Changes in Default Accounts								
Record Items								
Record Chargebacks								
Record Voids								
Technical Issues								
Assist with any local technical issues								
Buyers								
Add Buyers								
Inactivate Buyers								